

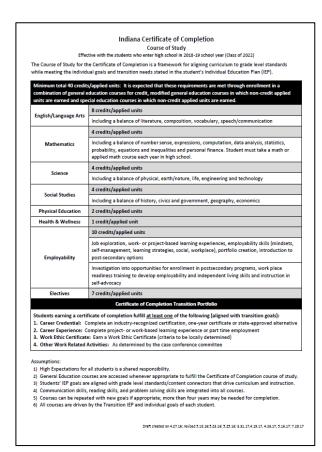
To: Superintendents and Special Education Directors

From: Dr. Nancy Holsapple, Director of Special Education

Date: April 9, 2020

Subject: Certificate of Completion Updates for Cohort 2020 ONLY

The Indiana Department of Education has made the decision to amend the Certificate of Completion Course of Study requirements due to the COVID-19 virus. Guidance for those local education agencies who are early adopters of the Certificate of Completion Course of Study requirements are as follows for Cohort 2020 only:



School Corporations will have the flexibility to issue a Certificate of Completion to a student based on a combination of:

1. The number of high school credits/applied units earned

PLUS

2. The courses in which the student was enrolled when school was closed due to the Governor's executive order on March 19, 2020.

Additional Clarification/Adjustments:

Employability Skills - It will be a local decision as to whether a student has met the course requirements for this area. This means students may have less than the 10 credits/applied units earned or be enrolled in order to earn their Certificate of Completion. Resources for providing employability skills virtually are available. This resource document provides both online and paper/pencil activities.

Portfolio requirements are to be amended to have the emphasis placed on student information and employability skills instead of all four components.

The current course and credit/applied unit requirements of the Certificate of Completion remain in place; however, this additional flexibility will ensure that students who were on track to earn a



Working Together for Student Success

Certificate of Completion prior to the closure of schools statewide will still be able to earn their Certificate of Completion on time.

School corporations may offer eLearning or expanded learning, or both, for all students. This includes students who fall short of the course and credit/applied unit requirements, even with this additional flexibility. This can allow students the additional credits/applied units to earn their Certificate of Completion on time.

Please direct all questions to Michelle Oja, moja@doe.in.gov.